Region		Project Name					

SR	MP Limits	L Number	Contract Number	PS&E Number	PIN Number	Federal Aid Number

Reviewers

REVIEW ITEMS A. GENERAL	Yes	No(1)	N/A	REMARKS
1. Does PS&E title substantially agree with project title in Capital Construction Program so PS&E can readily be identified by its title in the program, and is title identical throughout the contract documents?	☐	☐	☐	
2. Is current, completed and signed "Project Report Form"(PRF) in project file.?	☐	☐	☐	
3. Are copies of all executed agreements and permits, in the project file?	☐	☐	☐	
4. Were all permits and agreements executed prior to award?	☐	☐	☐	
5. Is the OSC OEO Office minority/training goals letter in the project file?	☐	☐	☐	
6. Is copy of executed Work Order Authorization in the project file, and was it executed on or prior to advertisement date?	☐	☐	☐	
7. Is paths and trails (P&T) determination documented in the project file with backup computations?	☐	☐	☐	
8. Did OSC Records Control receive one ad copy of the plans, specifications, and all addenda immediately following execution?	☐	☐	☐	
9. Does project file include R/W certification?	☐	☐	☐	
10. Does project file include backup data showing how unit bid prices were determined for lump sum items, estimated items, or other bid items that have little or no historical cost data?	☐	☐	☐	

REVIEW ITEMS	Yes	No(1)	N/A	REMARKS

(1) Explain in remarks column or in attachment
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PS&E Review Check List

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Question				Remarks
11. Is justification to use state forces documented in the project file? Is approval from the FHWA documented for New/Reconstruction/HOV on Interstate per Figure 340-2?	☐	☐	☐	
12. Does state force work comply with the $30,000 limitation as governed by RCW 47.28.030 and 47.28.035?	☐	☐	☐	
13. Does the project file document justification for using nonstandard construction engineering %.	☐	☐	☐	
14. Is there project file documentation supporting use of and rates for incentive pay and does file document that OSC Construction Office was consulted prior to establishing rates?	☐	☐	☐	
15. Is the project file documentation supporting use of and rates for nonstandard liquidated damages, and does file document that OSC Transportation Office and Construction Office was consulted prior to establishing rates?	☐	☐	☐	
16. Does addenda format and plan shading comply with addendum preparation guidelines provided to the regions?	☐	☐	☐	
17. Are addenda changes clearly identified and consistent with proposal, plans, wage rate, or other attachments?	☐	☐	☐	
18. Are addendum changes significant enough to warrant the addendum?	☐	☐	☐	
19. Does project file include justification for not using all pipe alternatives?	☐	☐	☐	
20. Is there justification or approval for proprietary items?	☐	☐	☐	
21. Is there justification for using state furnished materials, mandatory waste sites, and/or mandatory material sources?	☐	☐	☐	

(1) Explain in remarks column or in attachment

REVIEW ITEMS	Yes	No[1]	N/A	REMARKS
Additional general review comments (use attachments if additional space is necessary):				
B. PLANS				
1. Are the plans clear, readable, and of good quality?	☐	☐	☐	
2. Is "signer" sheet properly prepared with signed and dated seal?	☐	☐	☐	
3. Are landscape, bridge or structure, and consultant plans signed, dated and sealed?	☐	☐	☐	
4. Are the test borings located on the plans?	☐	☐	☐	
Reviewer's additional plan review items follow (use attachments if additional space is necessary):				
C. CONTRACT PROVISIONS				
1. Does the sales tax in the special provisions match the estimate?	☐	☐	☐	
REVIEW ITEMS	Yes	No[1]	N/A	REMARKS

(1) Explain in remarks column or in attachment

2. Are description of work and material requirements addressed adequately to ensure proper construction of all work with nonstandard pay items?	☐ ☐ ☐	
3. Are there proper measurement and payment statements for all nonstandard items, and do they agree with the Proposal?	☐ ☐ ☐	
4. Is lump sum payment only used where extent of work is not likely to change, and can bidder determine the amount of work involved with these items?	☐ ☐ ☐	
5. Do the special provisions contain the correct DBE/MBE/WBE/training goals?	☐ ☐ ☐	
6. Is Log of Test Boring provided for projects involving construction of bridges and other structures?	☐ ☐ ☐	
7. Are "Required Contract Provisions Federal Aid Construction Contract" provisions included for federally funded projects?	☐ ☐ ☐	
8. Federal and/or state prevailing minimum hourly wage rates included?	☐ ☐ ☐	
9. Are Railroad Protective Liability forms included for projects requiring railroad insurance.?	☐ ☐ ☐	
10. If project includes alternate bids, does proposal provide for a base bid total and totals for each bid alternate, and do the special provisions state what award is to be based on?	☐ ☐ ☐	
11. Are Forest Service Provisions included for projects that require work within or adjacent to national forest reservations?	☐ ☐ ☐	
12. Do the special provisions include the proper DBE/MBE/WBE forms?	☐ ☐ ☐	
13. Is there a copy of Non-Collusion Affidavit and Certification for federal aid Contracts page in over $100,000 for Federally Funded Projects.?	☐ ☐ ☐	
14. Is there a copy of proposal signature page and Subcontractor List page?	☐ ☐ ☐	

REVIEW ITEMS	Yes	No[1]	N/A	REMARKS
15. Is a copy of the geotech report available for the bidders to purchase?	☐	☐	☐	
Reviewer's additional contract provisions review items follow (use attachments if additional space is necessary):				
D. ESTIMATE				
1. Is the final copy of the engineer's estimate in the file?	☐	☐	☐	
2. Does the estimate have proper federal aid number, improvement code and other pertinent data?	☐	☐	☐	
3. Has the Lump Sum Breakdown for Superstructure and/or Lump Sum Breakdown for Roadway Deck been forwarded to OSC Project Development Branch? (This applies only to federal aid projects over $500,000. This dollar amount is the sum of the work done contractor amount and sales tax. It is used to prepare the quarterly federal FHWA-45 form report))	☐	☐	☐	
Reviewer's additional contract provisions review items follow (use attachments if additional space is necessary):				

(1) Explain in remarks column or in attachment
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PS&E Review Check List